

Curious Learner

Life Explorer

Annual School Plan 2016 - 2017

We aim at providing an all-round education of Christian values and formation of the heart to empower our youngsters to be women of integrity and versatility with global awareness.

Annual School Plan 2016-2017

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I. Major Concerns 2016-2017**1. Learning and Teaching***Encouraging students to be an enthusiastic reader with an enquiring mind***Focus 1: Students - Developing a sense of curiosity towards the world; being ready to explore and cultivating an interest in reading****Focus 2: Teachers - Adopting effective teaching practices and sharing useful ones among teachers**

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<u>Focus 1:</u> 1.1.1 Encouraging students to set goals and engage in learning activities in order to be curious learners and life explorers	Throughout the year	<ul style="list-style-type: none"> - At least two home periods/mass activities are conducted to help students to reflect on their learning experiences from goal setting to evaluation - 70% of students take part in at least one activity which aims at empowering them to be/shows that they are curious learners and life explorers 	<ul style="list-style-type: none"> - Collecting feedback from teachers and students - Self-evaluation of students 	L&T Adv. Team, Homeroom Board, departments / teams concerned, teachers and students	<ul style="list-style-type: none"> Guidelines for reflection Space for reflection and evaluation
1.1.2 Making collaborative effort to help students to cultivate an interest in reading - Students and teachers will be encouraged to share their reflections/insights into reading during morning assemblies, home periods and reading periods	Throughout the year	<ul style="list-style-type: none"> - At least 10 morning assembly sharing sessions are book sharing 	<ul style="list-style-type: none"> - Records of morning assemblies/home periods 	School Library, Reading Team and teachers concerned, Hrts/HrPs	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
- Departments will integrate reading into their curriculum/ assignments	Throughout the year	- Reading activities/assignments included in the curriculum of most of the Departments	- Examining DDPs and assignments - Evaluation from teachers and students	- L &T Advancement Team, HoDs, level coordinators, teachers and students	
- Activities will be organised by the school library; Reading Team will promote reading in school	Throughout the year	- At least two special activities on reading are organised during the year and students find these activities conducive to their reading	- Evaluation from teachers and students	- School Library, Reading Team, teachers concerned	
1.1.3 Cultivating curiosity and an enquiring mind in students through collaborative effort	Throughout the year	- Most of the departments conduct at least one activity in each level to enhance students' curiosity and enquiring mind	- DDPs and evaluation reports of departments	- L &T Advancement Team, HoDs	
- Departments foster curiosity and an enquiring mind in formal curriculum	At the beginning of the school year	- STEM Development Coordinating Team is set up	- DDP and evaluation of STEM Development Coordinating Team	- STEM Development Coordinating Team	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<ul style="list-style-type: none"> - STEM Development Coordinating Team will be set up and it will explore different approaches to strengthen students' ability to integrate and apply knowledge and skills across different KLAs to real life - Robotics competition and SHE challenge will be organised for S2 and S3 students respectively to arouse their curiosity and train their problem solving skills 	<p>Throughout the year</p> <p>Throughout the year</p>	<ul style="list-style-type: none"> - At least 2 across KLA STEM activities are organised in the year - Robotics competition and SHE challenge are organised for S2 and S3 students at Fun Fair - 75% of students find these activities arouse their curiosity and help to cultivate an enquiring mind 	<ul style="list-style-type: none"> - DDP and evaluation of STEM Development Coordinating Team, feedback from teachers and students - Feedback from teachers and students - Evaluation on activities by the teams concerned 	<ul style="list-style-type: none"> - STEM Development Coordinating Team - STEM Development Coordinating Team, Young Leaders and Entrepreneurs 	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>Focus 2: Providing teachers with opportunities to share good practices and to reflect on their learning and teaching strategies</p>					
2.1 Teachers sharing teaching strategies and good practices among themselves	Throughout the year	<ul style="list-style-type: none"> - All teachers take part in at least one good practice sharing session in the year - 70% of teachers are able to identify their directions for improvement in their teaching after the professional sharing/ peer lesson observations 	Feedback from teachers, Records on sharing sessions	L&T Advancement Team	Time and space for sharing among teachers
2.2 Better deployment of peer lesson observation as a means for teachers to review and reflect their learning and teaching strategies with other colleagues	Throughout the year	<ul style="list-style-type: none"> - All teachers attend at least two seminars related to e-learning organised by the school/ EDB - All teachers attend at least one lesson observation related to e-learning inside or outside school - 70% of teachers find the school-based staff development activities enhance their understanding on e-learning 	Feedback from teachers, Records on sharing sessions	SDT	Guidelines on peer lesson observation
2.3 Providing platforms for teachers to experiment e-learning and share with other colleagues/know more about e-learning	Throughout the year	<ul style="list-style-type: none"> - All teachers attend at least two seminars related to e-learning organised by the school/ EDB - All teachers attend at least one lesson observation related to e-learning inside or outside school - 70% of teachers find the school-based staff development activities enhance their understanding on e-learning 	Feedback from teachers, records of staff development activities	SDT/L&T Advancement Team	

2. Student Quality Development

Cultivating Catholic core values and the Canossian spirit among students with collaborative efforts

Focus 1: Implementing and evaluating the framework of school-based life education

Focus 2: Strengthening parent education

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><u>Focus 1:</u> 2.1 Enhancing the incorporation of the target core values and life skills into current curriculum, activities and programmes</p> <ul style="list-style-type: none"> - Based on the evaluation and survey of the previous year, teams/ departments enhance the learning activities/ programmes organised - Students are provided with opportunities to reflect on the values/ messages received 	Throughout the year	<ul style="list-style-type: none"> - The core values and life skills of the Life Education curriculum are well-covered by the formal and informal curriculum of the school - 70% of students find activities/ programmes, which aim at cultivating values/life skills, enable them to have a deeper reflection on the core values/life skills advocated 	<p>DDPs and evaluation reports of teams and departments</p> <p>Survey on the nature of activities and programmes</p> <p>Feedback from students and teachers</p>	Life Education Core Team, teams/ departments concerned, teachers and students	Evaluation/ reflection guidelines

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>Focus 2: 2.2 Organising talks, programmes and workshops for parents at Parents' Nights and Parents' Day to enhance their parenting skills, focusing on students' emotional development and life planning</p>	<p>Throughout the year</p>	<ul style="list-style-type: none"> - At least four workshops/sharing sessions are conducted throughout the year - 70% of parents find the talks/programmes/workshops helpful and they understand the development of their daughters better 	<p>Feedback from teachers and parents</p> <p>Department/team records</p>	<p>Life Education Core Team</p> <p>All teams / departments concerned</p> <p>Parents and teachers concerned</p>	<p>Arrangement for parents to attend the talks</p> <p>Availability of suitable speakers</p>

3. Administration

Enhancing the support system for the school

Focus 1: Evaluating the information security guidelines

Focus 2: Communicating school policies to stakeholders effectively

Focus 3: Providing a supportive environment for learning and teaching

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Focus 1:					
Digitising school documents					
3.1.1 Digitising past student records	Throughout the year	- All existing school documents are digitised	Evaluation report from the IT Team	IT Team, School Office	Time and knowledge of the systems concerned
3.1.2 Evaluating and fine-tuning information security guidelines	Second Term	- The SHCC information security guidelines are evaluated and fine-tuned for smoother operation	Feedback from staff	IT Team	
Focus 2:					
Communicating school policies to stakeholders effectively					
3.2.1 Disseminating updated school policies effectively	Throughout the year	- Guidelines are provided to explain new school policies - 70% of teachers are satisfied with the communication channels of the school	Feedback from staff	SAT, Administration Core Team	Time and space for staff
3.2.2 Implementing the eNotice system in S1 and S2 in the first term; S3-5 in the second term; and evaluating the new system		- The new eNotice system is extended to the whole school by the end of the school year - Parents find the eNotice system convenient and helpful	Evaluation report from the IT team, feedback from parents	IT Team, Administration Core Team	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>Focus 3: Providing a supportive environment for learning and teaching</p> <p>3.3.1 Providing a green environment on school campus - Relocating the organic garden</p> <p>3.3.2 Developing proficient clerical, technical and janitor staff</p> <p>3.3.3 Using the Strengthening School Administration Management Grant to reduce the workload of some teaching and non-teaching staff so that more time can be spent on enhancing learning and teaching as well as providing a clean and tidy environment (Please refer to III.5 for details)</p>	<p>Throughout the year</p>	<p>- The organic garden is relocated - 70% of staff and students find that the organic garden provides a better environment on campus</p> <p>- At least one training workshop is provided for supporting staff of different categories - 70% of the supporting staff find the workshops helpful</p>		<p>Green Education Team, Organic Gardening Club</p> <p>Administration Core Team, Non-teaching Staff Coordination Team</p> <p>Administration Core Team, team/departments concerned</p>	<p>Time and space for the staff concerned</p>

II. Financial Budget

<u>BUDGET SUMMARY FOR 2016-2017</u>		
CODE	PROGRAMME ITEM	TOTAL ALLOCATION(\$)
A01-A08	Premises	\$1,245,500.0
A09-A19	Administration	\$5,104,146.4
C01-C24	Curriculum	\$1,211,182.5
P01-P32	Pastoral Care	\$1,718,748.0
	Total	\$9,279,576.9

Special Collection	Purpose	Income	Expenditure
Tong Fai	0.5 Teacher	\$150,800.0	\$145,000.0
Fee for specific purposes	0.5 Teacher	\$168,330.0	\$164,000.0

III. Plan for Use of Special Grants

1. Capacity Enhancement Grant (CEG)

Task Areas:

1. Developing students' faith in God and interest in voluntary service
2. Developing students' physical fitness through various sports activities and training
3. Improving students' academic performance in the three core subjects: Chinese Language, English Language , Mathematics and Economics
4. Developing students' talents for orchestral music
5. Developing students' talents for drama production
6. Developing students' talents for English and Chinese speech and debating

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
1. Pastoral Care	<ul style="list-style-type: none"> ✧ Meeting Catholic students during lunch time ✧ Advisors of the Liturgical Team helping organise religious celebrations, pilgrimage and outreach programmes 	<ul style="list-style-type: none"> ✧ Students show awareness of their religious beliefs and spiritual values through their attitudes towards relationships and participation in spiritual activities ✧ Students are encouraged to get interested and involved in voluntary service 	Full-time pastoral worker and RME teacher	Salary of one full-time pastoral master = \$289,800	<ul style="list-style-type: none"> ✧ Catholic students participate actively in liturgical and voluntary service ✧ Students show confidence in living their faith and spiritual values 	<ul style="list-style-type: none"> ✧ Feedback during interviews ✧ Teachers' observation ✧ Feedback from collected reports on reply slips of religious activities ✧ Feedback from evaluation on meetings of religious clubs

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
2. Sports Development	<ul style="list-style-type: none"> ✧ Recruiting part-time coaches for sports training and preparing students for competitions 	<ul style="list-style-type: none"> ✧ Students will be able to enhance their specific skills in certain kinds of sports and they will have enough confidence to overcome difficulties and challenges under the guidance and encouragement of the coaches 	Regular training from September 2016 to August 2017	\$47,860.00	<ul style="list-style-type: none"> ✧ Students receive advanced training and they are prepared for inter-school sports competitions (swimming & athletics) 	<ul style="list-style-type: none"> ✧ Observations from teachers-in-charge and coaches
3. Academic Development	<ul style="list-style-type: none"> ✧ Offering remedial classes for students who are weak in core subjects: English Language, Mathematics , Chinese Language and Economics ✧ Organising enhancement and enrichment courses in various subjects for students 	<ul style="list-style-type: none"> ✧ Students perform better in school and public exams ✧ Better support is provided for individual students 	Courses will be offered during the school year	\$65,600.00 for outsourcing provision of remedial classes in different subjects	<ul style="list-style-type: none"> ✧ Improvement shown in internal and public exams ✧ Individual needs of students are better catered for 	<ul style="list-style-type: none"> ✧ Evaluations by subject departments concerned ✧ Feedback from participants

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
4. Development in Music	<ul style="list-style-type: none"> ✧ Employing one part-time conductor for school orchestra and one part-time conductor for Chinese orchestra 	<ul style="list-style-type: none"> ✧ Student musicians, especially strings players, receive thorough training in orchestral playing ✧ The teacher-in-charge puts more focus on the weaker players and provides more assistance to the students and the conductor 	Training to be provided at least once a week throughout the school year	\$120,000.00	<ul style="list-style-type: none"> ✧ Training for students who have potential in playing in Chinese ensemble or school orchestra ✧ Students' interest in music cultivated ✧ School spirit through team training is upheld 	<ul style="list-style-type: none"> ✧ Observations and oral feedback from the conductor ✧ A written evaluation will be carried out by the end of the term of service ✧ A questionnaire will be prepared for students to evaluate the performance of the conductor by the end of the term of service

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
5. Drama production	<ul style="list-style-type: none"> ✧ Developing students' aesthetic sense through exposure to different forms of art and performing arts ✧ Students involving in devising, writing and performing a drama 	<ul style="list-style-type: none"> ✧ Students express themselves clearly and charismatically with confidence through different techniques and workshops ✧ They will learn how to put up a drama performance where everyone has a different role to play such as being actresses, backstage crew, designers, director, scriptwriter and stage managers 	<ul style="list-style-type: none"> ✧ October 2016 – November 2016: Scaffolding theatrical skills; ✧ December 2016: Script writing and casting; ✧ February 2017 – March 2017: Rehearsals for HKSDF and the school Fun Fair 	\$59,300.00	<ul style="list-style-type: none"> ✧ Satisfactory attendance rate at the training sessions ✧ Students' performance in the HKSDF is appreciated by the judges ✧ Students find the training sessions equip them with the necessary skills for drama production 	<ul style="list-style-type: none"> ✧ Record of attendance ✧ Comments from the adjudicators of HKSDF ✧ Students' feedback

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
6. Development in English and Chinese speech and debating	<ul style="list-style-type: none"> ✧ English debating: A university Government and Law or LLB student(s) with debating experience to provide face-to-face coaching of 50 hours and additional feedback through electronic means to our student debaters ✧ Chinese debating : Regular training, guidance and comments provided to debate team members 	<ul style="list-style-type: none"> ✧ Participants will become eloquent speakers of English and confident debaters ✧ The SHCC English-speaking culture is enhanced ✧ Systematic training for the team members so as to build a more confident and cooperative Chinese Debate Team where team members can guide their younger schoolmates to polish their debating skills and strengthen their logical mind 	<ul style="list-style-type: none"> ✧ Coaching will run between September and June in the 2016/2017 school year 	\$43,400.00	<ul style="list-style-type: none"> ✧ Students sense improvement in their debating skills and find the coaching effective ✧ An increase in both the number of debaters and the number of matches participated compared to those in the previous year ✧ The results of the open competitions, students' performance in inter-class (S3 & S4) Chinese debating competitions are encouraging 	<ul style="list-style-type: none"> ✧ Course evaluation forms gather students' feedback on their own performance as well as that of the coach ✧ End-of-year evaluation of the debating teams

2. Diversity Learning Grant

The following programmes are adopted with the support of Diversity Learning Grant (DLG) from the Education Bureau:

DLG funded Programme(s)	Strategies & benefits anticipated (e.g. in what way diverse learning needs of students are catered for)	Tentative Programmes	Duration of the programme / course	Target students	Estimated number of students involved in the school year 2015-2016	Evaluation of student learning / success indicators	Estimated Expenditure	Teacher-in-charge
English Language Pull-out Programme	Organising an English Language pull-out programme which empowers students to enhance their English communication and presentation skills	English Speaking Enhancement Programme	3 months	S4 - 5	30	70% of students reflect that the programme enhances their learning	\$18,000	AoL & Gifted Education Team
Chinese Language Pull-out Programme	Organising the Chinese Language pull-out programme "Chinese Creative Writing Workshop" which enables students to enhance Chinese writing skills	中國語文創意寫作班	2 months	S4 - 5	40	70% of students reflect that the programme enhances their learning	\$15,000	AoL & Gifted Education Team

DLG funded Programme(s)	Strategies & benefits anticipated (e.g. in what way diverse learning needs of students are catered for)	Tentative Programmes	Duration of the programme / course	Target students	Estimated number of students involved in the school year 2015-2016	Evaluation of student learning / success indicators	Estimated Expenditure	Teacher-in-charge
Science & Humanities Pull-out Programme (Biology & Liberal Studies)	Organising a Science & Humanities pull-out programme which develops students' thinking ability and fosters a positive attitude towards learning Biology	Ocean Park Learning Camp	2 days	S4 - 5	20	70% of students reflect that the programme enhances their learning	\$18,000	AoL & Gifted Education Team
English & Humanities Pull-out Programme (English & Liberal Studies)	Organising Global Awareness Week which provides an opportunity for students to explore and appreciate the characteristics of different cultures in the world and to discuss global issues	Global Awareness Week	5 days	S4 - 5	100	70% of students reflect that the programme enhances their learning	\$30,000	AoL & Gifted Education Team
English Pull-out Programme	Organising a tour to Singapore during Extended Learning Week which enables students to respect and appreciate cultures of different ethnic minorities	Tour to Singapore	5 days	S5	15	70% of students reflect that the programme enhances their learning	\$30,000	AoL & Gifted Education Team
Overseas learning/ exchange programme	Subsidising registration fees for overseas learning/ exchange programmes for exceptionally gifted students	Oxford Summer Program	10 days	S4 - 5	2	70% of students reflect that the programme enhances their learning	\$15,000	AoL & Gifted Education Team

3. Senior Secondary Curriculum Support Grant (SSCSG)

	Details	HK\$
2.5 teachers	Chinese	\$ 844,174.25
1.5 teachers	English	\$ 748,785.25
1 teacher	Mathematics	\$ 356,443.50
1 teacher	Physical Education	\$ 161,910.00
1.5 teacher	Liberal Studies and Science	\$ 626,690.00
	Total	\$ 2,738,003.00

4. Career and Life Planning (CLP) Grant

Objectives	Strategies	Allocation of CLP Grant
<ul style="list-style-type: none"> ✧ To help students enhance the understanding of their interests, abilities and career inclination ✧ To teach students life planning skills including goal setting, problem solving, reflective thinking and personal planning ✧ To facilitate students in career exploration ✧ To help students develop positive attitudes towards work and learning ✧ To equip students to make informed choices for their future and build up the paths towards those choices 	<ul style="list-style-type: none"> ✧ Helping students set clear goals for their future study or career plans based on their abilities, interests and careers aspiration ✧ Coordinating the support on student preparation for HKDSE ✧ Providing support to S6 students for the release of HKDSE results ✧ Introducing to senior form students the concepts of multiple pathways upon graduation ✧ Inviting past students from universities to share their decision making on the choice of study programmes ✧ Providing career-related experiences to students to facilitate them in careers exploration ✧ Providing students with information on career-related activities and further studies programmes beyond the classroom and encourage them to join those programmes ✧ Inviting guests from different professions to share their career journeys and their positive life values with the students ✧ Organising visits to different workplaces and post-secondary institutions 	<ul style="list-style-type: none"> ✧ Employment of teaching staff (HKD500,037.5) ✧ Other Supporting Services (\$1,500) ✧ School-based programmes for students <ul style="list-style-type: none"> ✧ <u>S6</u> <ul style="list-style-type: none"> ✧ Interviewing workshops (\$19,500) ✧ Talk on preparation for release of HKDSE results for S6 students and parents (\$2,500) ✧ Sharing on multiple pathways (\$1,000) ✧ My Result (\$20,800) ✧ <u>S5</u> <ul style="list-style-type: none"> ✧ My CareerMap (\$3,000) ✧ Job shadowing (\$7,500) ✧ <u>S4</u> <ul style="list-style-type: none"> ✧ Dream Runner for S4A and S4B (\$9,100) ✧ <u>S3</u> <ul style="list-style-type: none"> • Programme organised by Young Leaders and Entrepreneurs (\$34,000) ✧ <u>S1 – S6</u> <ul style="list-style-type: none"> ✧ Career Explorer (\$10,500)

Objectives	Strategies	Allocation of CLP Grant
	<ul style="list-style-type: none">✧ Providing support to parents in guiding students to make choices for further studies✧ Purchasing library books to help students develop life planning skills	

5. Strengthening School Administration Management Grant

Area	Expected Result	Item	Evaluation Criteria	Budget	Sustainable development Plan
Student support/teaching-related administrative work	<ul style="list-style-type: none"> ➢ Increased efficiency in managing the library <ul style="list-style-type: none"> a. Increased efficiency in stock checking and book searches b. Minimize the time for borrowing/returning books c. Minimized loss of library books 	Upgrading the library system <ul style="list-style-type: none"> ➢ Using the UHF RFID Book Label Tags in library management ➢ Using the UHF Handheld RFID Reader to check and search for books ➢ Installing a library security system for exit detention ➢ Setting up a self check in/out kiosk ➢ Adopting Library System Sip2 Migration with SLS 	<ul style="list-style-type: none"> ➢ 50% reduction in the amount of time spent on stock checking ➢ 80% of student librarians find the new stock check procedure more convenient ➢ More time is spent on reading activities developed by the teacher librarian and the library prefects ➢ The teacher librarian/library assistant can provide more library support on learning and teaching to different departments and students ➢ 70% of library users find that they spend less time borrowing and returning books ➢ A reduction in the loss of books 	<ul style="list-style-type: none"> ➢ HK\$199,800 	<ul style="list-style-type: none"> ➢ Continuous adoption of the library management system ➢ Training on the operation of the library system being provided for new student librarians ➢ Clear guidelines on the use of the self check in/out system being posted in the library ➢ Maintenance fee being charged on EOEBG

Area	Expected Result	Item	Evaluation Criteria	Budget	Sustainable development Plan
Student support/ teaching-related administrative work	<ul style="list-style-type: none"> ➤ Increased efficiency in printing ➤ Minimized errors in folding ➤ Reduced workload for the support staff 	Installation of a new printing machine with the following functions: <ul style="list-style-type: none"> ➤ massive printing ➤ multi-purpose folding ➤ corner, booklet and punch stapling 	<ul style="list-style-type: none"> ➤ 80% of teachers find the printing service provided by the school office improved ➤ 80% of the staff concerned find that errors in folding examination/test papers reduced ➤ 70% of the support staff find that they can spend more time on other duties, such as school cleanliness, as a result of being released from printing-related duties 	<ul style="list-style-type: none"> ➤ HK\$50 124 	<ul style="list-style-type: none"> ➤ Rental fee being charged on EOEBG ➤ Training on how to operate the printing machine being provided for two more members of the support staff in the office, in addition to the janitor staff

Area	Expected Result	Item	Evaluation Criteria	Budget	Sustainable development Plan
School Premises Management	➤ Improved security on the school campus	Installment of CCTVs in areas of the school campus facing Pokfulam Garden and Chi Fu carpark	➤ School buildings facing Pokfulam Garden and Chi Fu carpark are well monitored by CCTVs	➤ HK\$26 000	<ul style="list-style-type: none"> ➤ Maintenance fee being charged on EOEBG ➤ Briefing on the operation of the CCTV system being provided for two clerical staff members in the school office in addition to the IT technician

IV. Staff Responsibilities (2016-17)

Sr Veronica Fok

Senior Administrative Team (SAT)

Principal	Sr Veronica Fok
Vice Principals	Miss Florence Kwok Ms Lam Mei Yi
Assistant Principal	Ms Priscilla Kwok
Extended SAT	Mr Ignatius Chow Mr David Hung

School Development Advisory Committee (SDAC)

<u>Sr Veronica Fok</u>	Mr Zinc Tsang	Head Girl
Miss Florence Kwok	Mr Alex Ho	President of SC
Ms Lam Mei Yi	Mr Ted Chow	Head Prefect
Ms Priscilla Kwok	Mr Thomas Hung	S5 Representative
Mr Anthony Mo	Mr Ignatius Chow	
Miss Renie Sinn	Mr David Hung	

Catholic Formation Core Team

<u>Mr Ignatius Chow</u>	<u>Ms Jacqueline Au Yeung</u>
Ms Grace Au Yeung	Ms Wendy Chan
Sr Ursula Shum	Ms Priscilla Kwok
Miss Susanna Wong	Miss Maria Lam
Mr Anthony Mo	Ms Yoshie Lee

School Assessment, Evaluation & Report Team

<u>Mr David Hung</u>	Miss Florence Kwok
Miss Irene Yung	

Data Analysis

<u>Mr David Hung</u>	Mr Ben Tam
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Language Support

<u>Miss Irene Yung</u>	Mrs Regan Caridad	Mrs Laxmi Prasad
Mrs Maureen Lai	Ms Leung Hoi Yan	

Staff Appraisal

<u>Mr David Hung</u>	Ms Lam Mei Yi
Mrs Maureen Lai	

Staff Welfare Officers

<u>Mrs Winnie Poon</u>	Ms Stephanie Hui	Miss Jacqueline Au
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Secretary of General Staff Meeting

Miss Jacqueline Au

Community Service Coordination

<u>Miss Maria Lam</u>	Miss Susanna Wong	Mr Chan Shing Wai
Ms Jacqueline Au Yeung	<u>Crisis Management Committee</u>	
Sr Veronica Fok	Miss Florence Kwok	Ms Priscilla Kwok
Ms Lam Mei Yi	Ms Candy Chun	Miss Chan Yuk Lin
Mr Anthony Mo	Mr Ignatius Chow	
Ad hoc members depending on the issue		

Non-teaching Staff Co-ordination

Clerical Staff	Miss Florence Kwok
IT & Lab Technicians	Mr Anthony Mo
Janitor Staff	Ms Priscilla Kwok
Lib & SALC	Mrs Rosa Choy

General Affairs and School Maintenance Team

<u>Mr Ignatius Chow</u>	<u>Mr Ted Chow</u>	Mr Li Yuen Lee
Miss Ivy Ng	Mr Lee Man On	

Staff Development Team (SDT)

<u>Mrs Maureen Lai</u>	Ms Tessa Wong
Mrs Winnie Poon	Ms Lam Mei Yi

IT Team

<u>Ms Rita Law</u> (Purchase & budget, e-class & school website, E literacy)	
Mr Woo King Yan (Intranet)	Mrs Angela Chiu (Computer App)
Mr Ignatius Chow	Ms Susanna Chow (SAMS)
Mr Ted Chow	Mr Andy Lo (Technician)
Ms Zoe Chan (e-literacy)	Mr Terry Li (Technician)

◇ IT Prefects Board

<u>Ms Rita Law</u>	Mr Woo King Yan
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SAMS & Timetabling Team

<u>Ms Susanna Chow</u>	Mr Ignatius Chow
Mr Ted Chow	

School Finance and Resources Management Committee

<u>Sr Veronica Fok</u>	PTA Representative
Mrs Angela Chiu (Secretary)	
Mr Ignatius Chow	Mr Ted Chow

◇ Control Committee for School Budget (CCSB)

<u>Mr Ignatius Chow</u>	Mr David Hung
Ms Maria Keung	Mr Thomas Hung

◇ Supplies Inspection Team (SIT)

Mr Ted Chow	Mrs Angela Chiu
Miss Carol Lee	Ms Nikki Pun

◇ Tender Coordination & Opening Team

<u>Mr Ted Chow</u>	Mrs Angela Chiu
<u>Miss Ivy Ng</u>	Miss Jenny Wan

◇ Tender Approval Committee

Supervisor/School Manager, Principal, VP/AP, PTA Representative and Teacher Representative

Ms Lam Mei Yi - Learning & Teaching

Learning & Teaching Advancement Team

Ms Lam Mei Yi Mr David Hung
Ms Nancy Chow

Curriculum Development Committee

Ms Lam Mei Yi Miss Irene Yung (Eng.)
Mrs Maureen Lai (Chin.) Mr Ignatius Chow (Math)
Miss Renie Sinn (Cultural S.) Ms Nancy Chow (Humanities I)
Mr Kelvin Kwong (Science) Miss Florence Kwok (Humanities II)
Mr Woo King Yan (Technology)
Ms Priscilla Kwok (Religious & Personal Growth)

◇ STEM Development Coordinating Team

Mr Zinc Tsang Mr Woo King Yan Mr Ted Chow Ms Elaine Chan

Subject Departments

Ms Lam Mei Yi

Language Across Curriculum Coordination

Miss Irene Yung Mrs Rosa Choy Mr Zinc Tsang

OLE Team

Ms Lam Mei Yi Mr Thomas Hung Ms Priscilla Kwok
Miss Clara Ho Ms Ellen Chan Ms Irene Law
Miss Maria Lam

◇ Young Leaders & Entrepreneurs (YLE)

Mr Thomas Hung Mr Ben Tam Mr Chan Shing Wai

PBL & Thinking Skills Enhancement Team

Miss Elizabeth Choy Mrs Laxmi Prasad Mr Li Yuen Lee
Mrs Angela Chiu Ms Nikki Pun

Extended Learning Coordination Team

Miss Renie Sinn Miss Linda Yip Miss Jacqueline Au
Mr Jackson Yau

Library & Self-access Learning Centre

Mrs Rosa Choy Miss Emily Cheng Miss Vivian Kan

SEN Coordination

Mr Kelvin Kwong Miss Carol Lee
Miss Lau Ling Ms Nikki Pun

Student Learning Support Team

Ms So Wing See Miss Chan Ka Ling
Miss Rebecca Yu Mr Axel Tong

SLP Team

Mr Ted Chow Ms Susanna Chow Ms Rita Law

Reading Team

Ms Wanda Yiu (Reading Journal/Reading Enhancement Scheme)
Mrs Rosa Choy (Resource & Activities)
Miss Rebecca Yu (Book Recommendation)
Mr Chan Shing Wai
Mr Axel Tong

Ambassadors of Learning & Gifted Education

Ms Yoshie Lee Mrs Ivy Yeung Mrs Winnie Poon
Miss Elizabeth Choy Mr Phil Lee

S1 Bridging Course

Ms Magee Au Ms Tessa Wong Miss Winnie Lam

Miss Florence Kwok – Student Activities & School Administration**Head Girl Core Group**

Miss Florence Kwok

Student Activities Advisory TeamMiss Clara Ho Miss Florence Kwok Ms Maria Keung
Mr David Hung**House Advisors**

Coordinator	Mrs Ivy Yeung	
Bronte	Mr Ted Chow	Ms Stephanie Hui
Curie	Ms Elaine Chan	Miss Chan Ka Ling
Keller	Ms Wendy Lee	Mr Harry Wong
Nightingale	Mrs Ivy Yeung	Ms Nikki Pun
Pankhurst	Mrs Angela Chiu	Miss Maria Lam
Teresa	Mr Zinc Tsang	Ms Zoe Chan

Student Council Advisors

Mr David Hung Ms Yoshie Lee Miss Laura Lai

Student Testimonial Writing Support Team

Ms Paula Kong Miss Jacqueline Au Mrs Regan Caridad

Scholarship / Prize Coordinating TeamMiss Florence Kwok Miss Renie Sinn Ms Priscilla Tang
Mr Jackson Yau Mr Wilfred Leung Miss Grace Au**Sacred Heartist Award For All-round Achievement**

Mrs Winnie Poon Ms Canny Li Mr Phil Lee

Alumnae Association

Miss Maria Lam

Student Financial AssistanceMiss Florence Kwok Ms Tessa Wong
Miss Jenny Wan Mr Harry Wong**School Magazine & Publication**

School Web News	<u>Ms Wanda Yiu</u>
Concord & Sch Mag	<u>Ms Paula Kong</u>
	Mrs Laxmi Prasad
Chinese	<u>Miss Chan Yuk Lin</u>
	Miss Chang Wai Fong

Administration Core Team

Miss Florence Kwok Mr Anthony Mo Mr Ted Chow

◇ **Graduation Day Coordination**Miss Chan Yuk Lin Ms Zoe Chan
Miss Lau Ling Mr Joe Wong◇ **Prize-giving Day Coordination**Ms Maria Keung Miss Jacqueline Au
Ms Elaine Chan Miss Hung Ching Ying◇ **School Bus Liaison**

Miss Carol Lee

◇ **Tuckshop/Lunch-box Supervisory Team**

Ms Wendy Lee PTA Representative

◇ **Non-school Hour Coordinating Team**

Clerical Staff (Miss Ivy Ng)

◇ **Stage Management Team**

Miss Clara Ho Mr Terry Li

◇ **Campus TV**Mr Ben Tam Mr Woo King Yan
Mr Jackson Yau Mr Wilfred Leung◇ **School Photographer**

Ms Wendy Lee and the Photography Club

◇ **School Documents**

Miss Florence Kwok Miss Ivy Ng Mr Ted Chow

◇ **External Affairs Coordination**

Miss Florence Kwok

◇ **External Examination Coordination**Mr David Hung Mr Ted Chow
Ms Nancy Chow◇ **Substitutions & Exam Invigilation**Ms Susanna Chow (substitution) Ms Amanda Wu
Mr Ben Tam (Exam Invigilation)◇ **Venue Booking Coordination**

Miss Ivy Ng

◇ **Student Admission & Allocation**Miss Florence Kwok Mr Ignatius Chow Ms Rita Law
Ad hoc interview group◇ **School Calendar**

Mr Anthony Mo Mr Joe Wong

Ms Priscilla Kwok – Life Education

Life Education Core Team

Ms Priscilla Kwok Miss Chan Yuk Lin
Ms Christine Ng

✧ **Character Development Team (CDT)**

Ms Grace Au Yeung Miss Chan Yuk Lin
Miss Lau Ling Miss Chan Ka Ling
Miss Hung Ching Ying

✧ **Counseling Team (CT)**

Ms Priscilla Kwok Ms Wendy Lee
Miss Maria Lam Miss Chan Yuk Lin
Ms So Wing See Ms April Cheung
Ms Candy Chun

✧ **Sex Education Team**

Ms Leung Hoi Yan Ms Dora Au
Miss Chang Wai Fong Miss Carol Lee
Ms Candy Chun

✧ **Discipline Team (DT)**

Mr Anthony Mo Mr Kelvin Kwong
Ms Stephanie Hui Ms Maria Keung
Ms Nancy Chow

✧ **Careers & Further Studies Team (CFST)**

Ms Irene Law Miss Linda Yip
Ms Ginny Chan Mr Thomas Hung
Miss Laura Lai Miss Winnie Lam

✧ **Civic Education Team**

Mr Alex Ho Mr Kelvin Kwong
Ms Magee Au Mr Zinc Tsang
Ms April Cheung

✧ **Health Education Team**

Miss Carol Lee
Miss Susanna Wong Ms Wendy Lee

✧ **Green Torch & Green Prefects**

Ms Christine Ng Ms Elaine Chan
Ms Dora Au Mr Li Yuen Lee (Organic Gardening)

✧ **Home Room Board Core Team**

Miss Chan Yuk Lin Ms Priscilla Kwok
Ms Wendy Chan Form Coordinators

Parent Teacher Association (PTA)

Ms Wendy Lee Ms Leung Hoi Yan (Publication)
Ms Priscilla Kwok Ms Nikki Pun (Recreation)
Ms Elaine Chan (Parent Liaison & Parent Education)

Parents' Day Coordination

Miss Chan Yuk Lin Ms Canny Li
Ms Wendy Lee

Parents' Night/Meeting Coordination

Ms Priscilla Kwok Ms Wendy Lee
Form coordinators

Appendix 1

Heads of Departments

Chinese Literature

Miss Chan Yuk Lin

Putonghua

Ms Leung Hoi Yan

English Language

Miss Irene Yung

Ms Magee Au

Chinese History

Miss Chang Wai Fong

Geography

Miss Florence Kwok

Home Economics

Mrs Ivy Yeung

Computer Studies

Mr Woo King Yan

Integrated Science

Mr Zinc Tsang

Physics

Mr Ted Chow

Biology

Mr Kelvin Kwong

Visual Arts

Ms Priscilla Kwok

Religious & Moral Education

Ms Jacqueline Au Yeung

Physical Education

Ms Ellen Chan

Business, Accounting & Financial Studies

Ms Tessa Wong (Management)

Mr Thomas Hung (Accounting)

Chinese Language

Mrs Maureen Lai

Ms Leung Hoi Yan

English Literature

Ms Paula Kong

Ms Wanda Yiu

Life and Society

Ms Maria Keung

History

Mr Alex Ho

Economics

Ms Irene Law

Mathematics

Mr Ignatius Chow

Ms Elaine Chan

Chemistry

Ms Susanna Chow

Music

Miss Renie Sinn

Liberal Studies

Ms Nancy Chow

Teacher-Librarian

Mrs Rosa Choy

Third Language

Ms Christine Ng

Appendix 2

Service & Extra-Curricular Activities

Zonta Z	<u>Miss Elizabeth Choy</u> Ms Nancy Chow	Chinese Culture Club	Ms Wendy Chan Miss Hung Ching Ying	Sports Society	Ms Ellen Chan Mr Joe Wong
Heartslink Community Project	<u>Miss Maria Lam</u> Mr Chan Shing Wai Miss Jacqueline Au	Chinese Speech & Debating Society	Miss Chang Wai Fong Mr Axel Tong	Music Society	<u>Miss Renie Sinn</u> Ms Jenny Wong Mr Jackson Yau
Uniform Groups		Putonghua Club	Miss Lau Ling	Art Club	<u>Ms Priscilla Kwok</u> Ms So Wing See
1. Girl Guides - 10th Is. Co.	<u>Ms Leung Hoi Yan</u> Ms Dora Au	English Speech & Debating Society	Ms Priscilla Tang Ms Winnie Law	Dance Club	Miss Janet Wu
2. Rangers	<u>Ms Leung Hoi Yan</u> Miss Hung Ching Ying	Computer / Internet Club	<u>Mr Woo King Yan</u> Mrs Angela Chiu	Photography Club	Ms Wendy Lee
3. Red Cross - YU2	<u>Mr Phil Lee</u> <u>Ms Winnie Law</u>	Science Society	Mr Zinc Tsang Ms Canny Li Mr Wilfred Leung	Drama Club	<u>Miss Linda Yip</u> Miss Clara Ho
4. St. John's Ambulance Brigade	<u>Ms Zoe Chan</u> Mr Kelvin Kwong	Home Management & Housecraft Club	<u>Mrs Ivy Yeung</u> Ms Stephanie Hui	Hong Kong Award for Young People	<u>Mr Alex Ho</u> Mr Harry Wong
5. Junior Police Call	Mr Anthony Mo	Third Language	<u>Ms Christine Ng</u> Mrs Laxmi Prasad Miss Vivian Kan		
Religious groups		Maths Society/ Maths Adventure Programme	<u>Miss Rebecca Yu</u> Ms Ginny Chan Miss Grace Au		
1. Catholic Society	Ms Jacqueline Au Yeung Sr Ursula Shum	Animal Awareness Society	Miss Laura Lai		
2. Young Canossian Helpers	Ms Wendy Chan Ms Grace Au Yeung				
3. Liturgical Team	Ms Jacqueline Au Yeung Sr Ursula Shum				
4. Apostleship of Prayer	Mr Anthony Mo Miss Laura Lai				
5. Legion of Mary	Miss Elizabeth Choy Miss Maria Lam				
6. S1 Instruction	Mr Ignatius Chow Ms Priscilla Kwok				
7. YOUCAT We Chat	Miss Susanna Wong Ms Yoshie Lee				

Appendix 3

***HRTs and HRP*s**

	Homeroom Teacher	Homeroom Partner
1A	Ms Dora Au	Miss Susanna Wong
1B	Mrs Ivy Yeung	Mr Harry Wong
1C	<u>Miss Chan Ka Ling</u>	Miss Grace Au
1D	Ms Ellen Chan	Ms So Wing See
1E	Ms Winnie Law	Mr Axel Tong
1F	Mr Chan Shing Wai	Ms Magee Au
2A	<u>Miss Hung Ching Ying</u>	Miss Winnie Lam
2B	Mr Ted Chow	Miss Renie Sinn
2C	Ms Canny Li	Mr Wilfred Leung
2D	Mrs Rosa Choy	Ms Zoe Chan
2E	Ms Jenny Wong	Mr Alex Ho
2F	Ms April Cheung	Ms Ginny Chan
3A	Miss Elizabeth Choy	Ms Grace Au Yeung Mr Zinc Tsang (Day VI Reading Partner)
3B	Ms Wendy Lee	Ms Susanna Chow
3C	Miss Lau Ling	Mr Phil Lee
3D	<u>Miss Priscilla Tang</u>	Ms Irene Law
3E	Ms Elaine Chan	Mr Li Yuen Lee
3F	Mrs Angela Chiu	Mr Woo King Yan
4A	Miss Maria Lam	Mr David Hung
4B	Ms Christine Ng	Ms Nikki Pun
4C	Miss Rebecca Yu	Miss Jacqueline Au
4D	Mr Jackson Yau	Ms Jacqueline Au Yeung
4E	Ms Yoshie Lee	Ms Rita Law
4F	<u>Miss Laura Lai</u>	Mr Thomas Hung
	Homeroom Teacher	Reading/Religious Partner
5A	Miss Chan Yuk Lin	Miss Carol Lee
5B	Ms Paula Kong	Miss Clara Ho
5C	Ms Wendy Chan	Mrs Prasad Laxmi
5D	Miss Irene Yung	Mr Joe Wong
5E	Mr Ignatius Chow	Ms Tessa Wong
5F	<u>Ms Wanda Yiu</u>	Mrs Regan Caridad
6A	Mrs Maureen Lai	
6B	Mr Ben Tam	
6C	<u>Miss Chang Wai Fong</u>	
6D	Ms Leung Hoi Yan	
6E	Mrs Winnie Poon	
6F	Miss Linda Yip	

V. Class Structure & Student Enrolment

	S1	S2	S3	S4	S5	S6	Total
A	30	28	29	25	27	22	
B	30	28	28	27	24	23	
C	32	30	30	32	32	24	
D	31	30	31	33	31	32	
E	31	30	31	32	30	28	
F	32	32	30	33	31	33	
Total	186	178	179	182	175	162	1062

Sacred Heart Canossian College

Annual School Plan 2016-2017

Endorsed by the Incorporated Management Committee (2016-2017) on 26 October 2016

Sr Agnes Law FdCC
Chairman / School Supervisor